

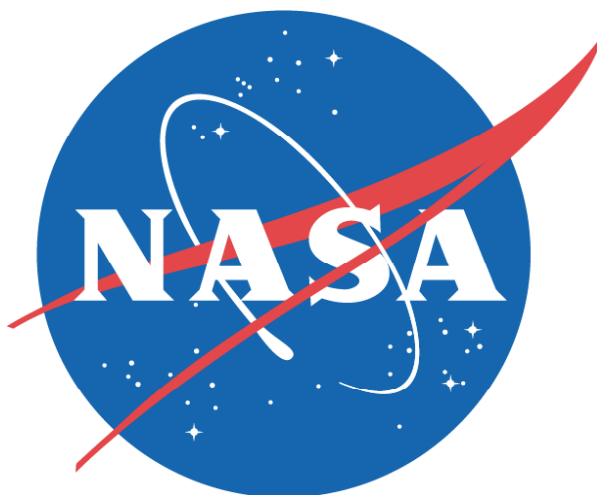
Office Work Instruction

HQOWI 1050-U007 REV. B

February 6, 2001

Responsible Office: UP/Policy and Program Integration Division

Subject: Space Act Agreements



OFFICE WORK INSTRUCTION

SPACE ACT AGREEMENTS

Original Approved and Signed by:

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Acting Associate Administrator
Office of Biological and Physical Research

DOCUMENT HISTORY LOG

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TO VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		02/01/99	
Revision	A	04/30/99	Incorporates changes made in response to comments from the Code U review and the DNV Pre-Assessment Report.
Revision	B	08/17/99	Incorporates changes to eliminate letter version designations and corrects titles on reference documents. Identifies who is responsible for activity in 4.1 and 4.2 in the process map and adds LC (Lead Center) and IAA (Interagency Agreements) to the key on the process map. Adds Division Director as the AA designee in section 6 step 6. Defines where records are kept in section 6 step 7.
Administrative Change	B	4/27/00	Administrative change to ensure quality records are described by the same title.
Administrative Change	B	2/6/01	Administrative change of Office name to the Office of Biological and Physical Research (OBPR).

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1. Purpose

This OWI provides instructions for the process of identifying, developing, negotiating and implementing Space Act Agreements, which are initiated or supported by the Office of Biological and Physical Research (OBPR).

2. Scope and Applicability

This OWI applies to OBPR staff involved in working Space Act Agreements. This activity includes the negotiation by OBPR officials of funded or non-reimbursable Space Act Agreements with U.S. Government entities, academic institutions and U.S. industry as well as OBPR involvement in the negotiation of International Space Act Agreements.

The Office of External Relations (Code I) is responsible for negotiating International Space Act Agreements. OBPR staff support the negotiation of agreements with international partners and are responsible for the technical implementation of international cooperation.

3. Definitions

- 3.1 Space Act Agreement. Commitments by NASA of resources to accomplish a joint undertaking with an agreement partner.
- 3.2 Nonreimbursable Agreement. An agreement involving NASA and one or more agreement partner in a mutually beneficial activity that furthers the Agency's mission, where each side bears the cost of its participation and there is no exchange of funds between the partners.
- 3.3 Funded Space Act Agreement. Refers only to an agreement under which appropriated funds will be transferred to a domestic agreement partner to accomplish an Agency mission, but whose objective cannot be accomplished by the use of a contract, grant, or Chiles Act cooperative agreement.
- 3.4 Agreement Partner. A U.S. person or entity, state and local governmental unit, an educational institution, a foreign government or its instrumentality, or other unit of the Executive Branch.

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4. Reference Documents

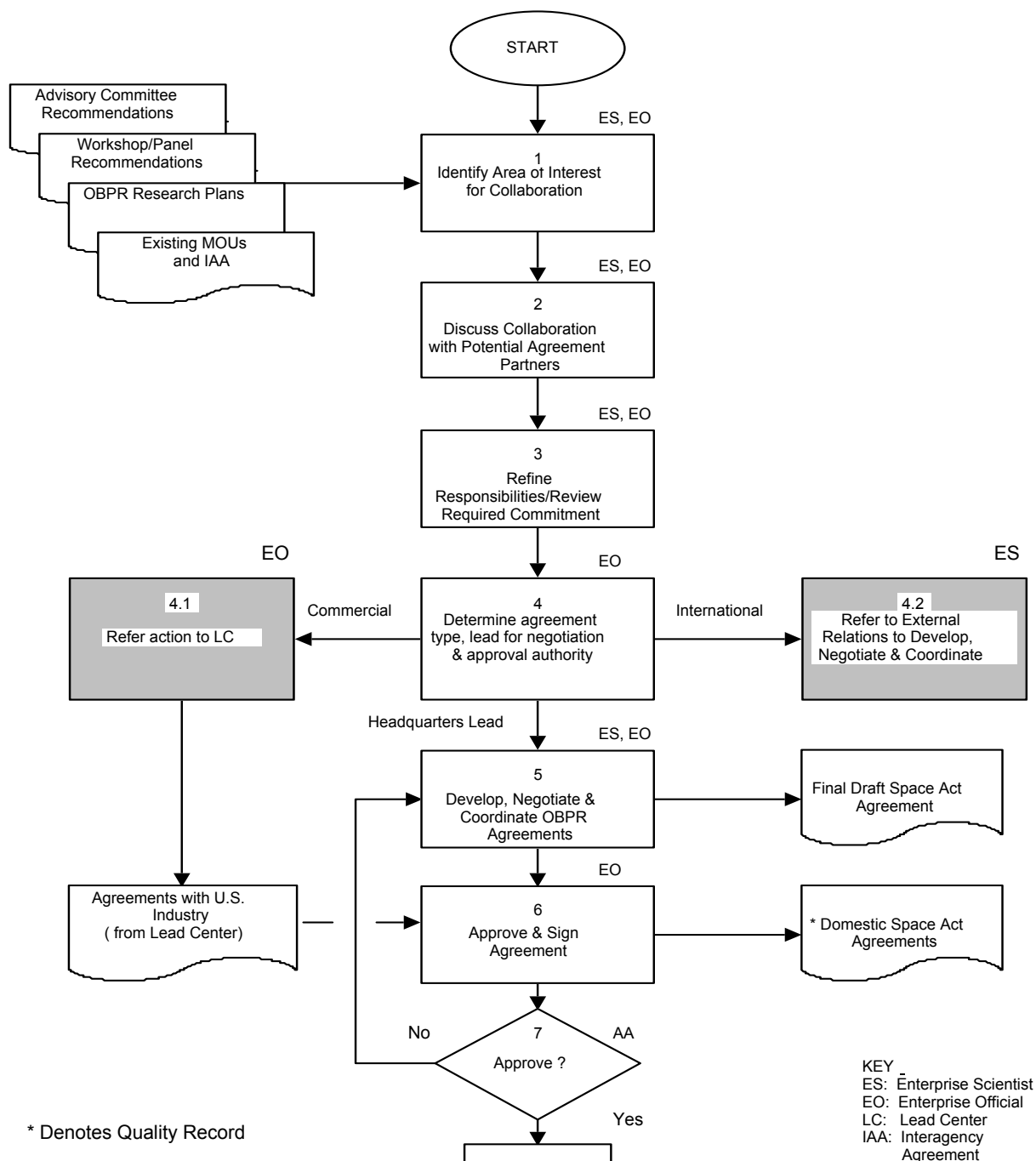
- 4.1 NPD 1000.1, NASA Strategic Plan
- 4.2 NPD 1050.1, Authority to Enter Into Space Act Agreements
- 4.3 NPD 1360.2, Initiation and Development of International Cooperation in Space and Aeronautics Program
- 4.4 NPG 1050.1, Space Act Agreements Manual
- 4.5 Marshall Space Flight Center Implementation Plan for Lead Center for Microgravity Research, September 25, 1998

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Subject: Space Act Agreements**5. Flowchart**

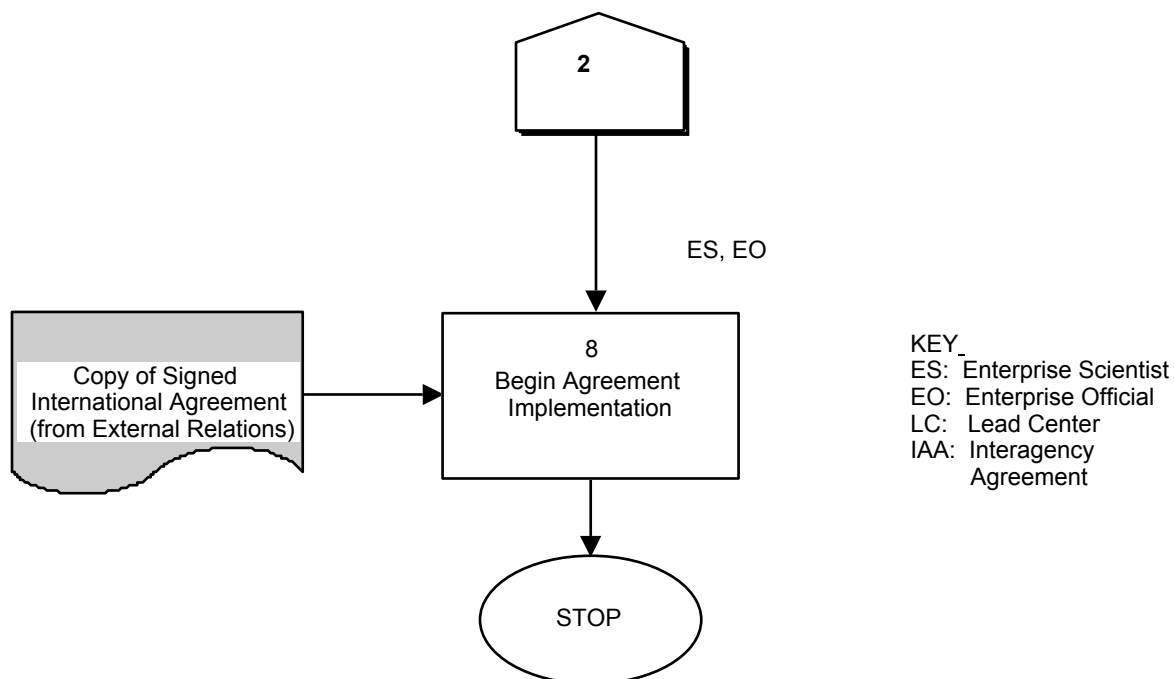
* Denotes Quality Record

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6. Procedure

The number at the left of the process activity table refers to the flowchart step in Sec. 5.

#	Responsible Party	Activity Description
1	Enterprise Scientist Enterprise Official	Identify areas of interest where collaboration could assist in meeting Agency objectives. This activity can be initiated internally as part of on-going OBPR research planning or in response to direction or recommendations from the U.S. Congress or other Executive Branch agencies, NASA's Advisory Committee or research workshops or panels. Development of agreements also may be initiated under existing Memoranda of Understanding (MOUs) between NASA and agreement partners. OBPR also receives unsolicited proposals from U.S. industry, which sometimes result in cooperative agreements between NASA and U.S. industry.
2	Enterprise Scientist Enterprise Official	After identifying potential areas of collaboration, initiate discussion of cooperation with potential agreement partners. This discussion can occur via correspondence, scheduled meetings of groups established to explore collaboration or specially convened workshops. Generally, the results of the discussion are documented in meeting minutes or through an exchange of letters confirming the interest of NASA and the potential agreement partner in cooperating. Often the initiative to cooperate is discussed informally in scientist-to-scientist contacts. If an international partner is involved, this activity is coordinated with the Office of External Relations (Code I). Discussion of cooperation with international partners often occurs during regularly scheduled meetings of bilateral or multilateral committees.
3	Enterprise Scientist Enterprise Official	After determining that collaboration can contribute to the meeting of OBPR objectives, determine the commitment required by OBPR to carry out the agreement and confirm that resources are available to support the proposed commitment.
4	Enterprise Official Enterprise Scientist	Determine the type of agreement to be negotiated, where (i.e., Lead Center or Headquarters) it should be negotiated and approval authority. If the agreement is with a domestic partner and will be worked at Headquarters, Code U takes the lead and begins drafting and formal negotiation of the agreement.

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|-----|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4.1 | Enterprise Official | If the proposed agreement involves U.S. industry and it is determined that a Lead Center should negotiate the agreement, it is referred to the appropriate Lead Center. |
| 4.2 | Enterprise Scientist | If an international Space Act Agreement is required, the Office of External Relations (Code I) takes the lead in negotiating the agreement. Generally, Code I representatives have been involved from the beginning of (and sometimes initiate) any discussions with international partners. Generally, OBPR staff participate in developing and negotiating international agreements in which OBPR is the implementation lead for NASA. International agreements are also subject to OBPR concurrence before final NASA approval and signature. |
| 5 | Enterprise Scientist
Enterprise Official | Develop and negotiate agreement with agreement partner. Generally, OBPR coordinates with and/or seeks concurrence from cognizant Headquarters offices as required to ensure that the agreements are consistent with NASA policy. |
| 6 | Enterprise Official
(Associate
Administrator or
Division Director) | Upon completion of negotiations and after the <u>Space Act Agreement</u> has been coordinated within NASA Headquarters, the agreement is presented for signature to the Associate Administrator, the Division Director or his designee, as appropriate. After signature, the agreement is sent to the agreement partner for signature. |
| 7 | Enterprise Official
(Associate
Administrator or
Division Director) | Agreements negotiated by a Lead Center which are subject to approval by the Associate Administrator are submitted to the Associate Administrator for approval. OBPR staff conduct any required final coordination of such agreements with cognizant Headquarters offices. If the Space Act Agreement is not agreed upon go to step 5 for further coordination. |
| 8 | Enterprise Scientist
Enterprise Official | After receipt of the signed agreement from the agreement partner, copies are distributed to the responsible Headquarters offices for agreement implementation. Code U maintains the official NASA copy where signed by the AA. The respective Divisions maintain the official NASA copy where signed by the Division Directors. The designated NASA project lead initiates implementation of the agreement, the detailed implementation of which is normally specified in the actual agreement.

In the case of an international agreement, Code I maintains the official NASA copy. OBPR receives a copy of the signed agreement, |

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since OBPR will be involved in the technical implementation of the agreement.

If an agreement involves potential flight requirements, the project lead coordinates with the cognizant OBPR officials to ensure that such requirements are considered in the planning and integration of OBPR flight research (see HQOWI 7000U011 & HQOWI 8000 - U008). If an agreement involves formal solicitation of investigations, the project lead coordinates with OBPR officials responsible for the OBPR NASA Research Announcement process (see HQOWI 8000 - U003).

If an agreement involves renewal of cooperation with another government agency, the renewal is worked in accordance with the OBPR process for renewal of grants, contracts and interagency agreements/transfers (see HQOWI 8330 - U004).

7. Quality Records

<i>Record Identification</i>	<i>Owner</i>	<i>Location</i>	<i>Media Electronic/ Hard Copy</i>	<i>Schedule and Item Nos.*</i>	<i>Retention/ Disposition</i>
Space Act Agreements (except International)	Enterprise Official	Responsible Code U Office	Hard Copy	Schedule 1, Item 7.A	Permanent Retire to FRC 2 years after completion or expiration. Transfer to NARA 10 years after completion/expiration

* Quality Records are retained in accordance with the referenced schedule and item number from NPG 1441.1, *NASA Records Retention Schedules*